

---

## Federal Pell Grants Web site

### Location

The Federal Pell Grants Web site can be accessed at:

<http://www.pellgrantsonline.ed.gov>

### What's Available

To improve school access to RFMS, schools can verify batch status, submit data requests, or enter institution data records via the Internet. In addition, the schools can enter post-deadline records via this interface.

The Internet access to RFMS is available 24 hours a day, 7 days a week.

### ***General Process for School Access via the Internet/WWW***

To access the RFMS Web site, perform the following steps:

- 1) Type the following Web address or click on the hyperlink below:

<http://www.pellgrantsonline.ed.gov>

- 2) When connected, at the prompt that appears, type:

Pell ID: ENTER PELL ID

User ID: ENTER TG NUMBER

Password: ENTER PASSWORD

You will then have the choice to click “LOG ON” to log into the system, or to click “Reset” to clear all of the fields and start again. At the bottom of the screen is another option for the first time user “First time user [Click here](#)”.

If you are a first time user, click on the “First time user” icon and the User Registration form will appear. You must enter the following information in this form:

Pell ID: ENTER INSTITUTION ID

User ID: ENTER TG NUMBER

Social Security Number: ENTER SOCIAL SECURITY  
NUMBER (Do not include dashes)

Date of Birth: ENTER DATE OF BIRTH (MM/DD/CCYY)  
(Must include slashes)

Mother Maiden Name: ENTER MOTHER’S MAIDEN NAME

Once the required information has been entered, you (as the new user) then clicks on “SUBMIT” at the bottom of the form to complete the registration and log into the system.

If you experience a problem with their Pell Grants Online User ID or Password, or want to obtain a new User ID and Password, you should call the Federal Pell Grant Hotline at 1-800-4PGRANT or 1-800-474-7268.

---

# Information for New Schools and FAAs Participating in the Federal Pell Grant Program

## Introduction

The goal of this section is to provide an overview of the SAIG and the Grants Administration and Payment System (GAPS) as well as to provide basic process information for schools just entering the Federal Pell Grant Program and new FAAs. to follow for Pell origination and disbursement reporting.

At the end of this section is information to assist new schools and FAAs in getting started with their participation in the Federal Pell Grant Program.

## Grant Administration and Payment System (GAPS)

The Grant Administration and Payment System (GAPS) is a financial subsystem that is part of the Department's larger Education Central Automated Processing System (EDCAPS).

GAPS provides on-line capabilities for grant recipients to request payments and access their account to obtain their most current payment information.

## Student Aid Internet Gateway (SAIG)

The TIVWAN links thousands of network nodes/destination points across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act Title IV student financial aid programs and delivery systems.

Destination points communicate with the SAIG using a PC or mainframe computer to transmit and receive data.

Destination points are postsecondary education schools, financial aid servicers, guaranty agencies (GAs), lenders, ED headquarters, and regional office personnel, ED Title IV Application System, state scholarship and financial aid organizations, other federal agencies, and ED-designated entities.

## **Origination Reporting**

The Origination Record establishes a student's eligibility and annual Federal Pell Grant award in RFMS.

- Origination Records are prepared and submitted by schools to RFMS using EDExpress software, a third-party software, or the school's own software.
- If a batch of Origination Records is submitted with a batch of Disbursement Records, RFMS processes the batch of Origination Records first.
- Origination Record data is received and edited by RFMS to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student account in the RFMS.

## **Origination Acknowledgment Records**

After RFMS edits the Origination data, it returns the accepted, corrected, duplicate, or rejected values for each Origination Record in an Origination Acknowledgement record.

- The Origination Acknowledgement record contains the acceptance status of the record; the accepted value for each data item, and comment codes for any corrections, warning messages, or rejections.
- The Origination Acknowledgement record also contains an RFMS-calculated student scheduled award.

The school uses the Origination Acknowledgement record to update the Origination Record in their database.

Every recipient must have an accepted Origination Record on file before a disbursement request can be processed.

- Schools can send the Origination Records and Disbursement Records at the same time for the same students because RFMS will always process the Origination Records first. When the Disbursement Records are processed, the just-processed Origination Records will be on file.
- If the Origination and Disbursement Records are submitted at the same time and the Origination Record is rejected, the Disbursement Record will also reject.

If an Origination Record is rejected at batch level then the program retains no records in the rejected batch. The Origination Record Batch Reject Reasons field, position 77-100 of the Grant Batch Header record indicates the specific reject batch reasons.

Origination Records can be submitted anytime after a school receives an Institutional Student Information Record (ISIR) from the Central Processing System (CPS) or a Student Aid Report (SAR) from the student, or before or with a Disbursement Record.

- Schools are encouraged to send Origination Records to RFMS early so that records can be edited and problems resolved before you are ready to make disbursements to students.
- Schools are also encouraged to submit whole dollar award amounts (with zero cents) in Origination Records.

However, cents can be reported in RFMS Origination Records but the value will be truncated in RFMS.

**Example:**

If you want to disburse \$1,162.78 then you should submit \$1,163.00 as the annual award amount on the Origination Record.

**Note:** Remember that the total of a student's disbursements can never exceed the student's maximum scheduled Federal Pell Grant award.

## Disbursement Reporting

Disbursement Records are used to report student Pell Grant disbursement data to ED. They also determine and commit the amount of Federal Pell Grant funding available to each school.

As in prior award years, Advance-Funded schools receive an initial authorization as start-up funding.

### **Example:**

If the initial authorization amount established by the Department is \$100,000 and the school reports disbursements totaling \$101,000, that school's authorization will increase by \$1,000.

Schools will receive an Electronic Statement of Account (ESOA) for each adjustment to their authorization that exceeds the initial authorization or each negative disbursement that decreases the authorization.

Through award year 2000-2001 there were two types of Disbursement Records:

- Regular Disbursement Record - This record is used by advance funded or Just-In-Time Pilot schools.
- Special Disbursement Record – a record that included regular disbursement and additional payment-period-specific data. This record was discontinued for the 2001-2002 award year and was previously used by schools that were placed on either the reimbursement or cash monitoring payment methods by ED or schools that ceased to participate in the Federal Pell Grant program sometime during the award year.

As of the 2001-2002 award year, the Special Disbursement Record was discontinued and now all disbursements are submitted with the regular Disbursement Record.

Schools prepare and submit disbursement records to RFMS for each disbursement made to a recipient, using EDEExpress or their own software. Each student Disbursement Record must have a unique reference number. In assigning these numbers, it is recommended that schools start with number one (01) for a student and use consecutive numbers for each additional disbursement transaction submitted to the Department for that student.

RFMS checks the Disbursement Record against accepted Origination Records.

- If an Origination Record match is not found, RFMS rejects the Disbursement Record.
- If a disbursement is greater than the accepted Origination Record annual award or 100% of the student's eligibility across all schools, RFMS adjusts it downward or rejects the record.

## **Disbursement Acknowledgement Records**

After RFMS processes Disbursement Records for a school, it sends the school a disbursement acknowledgement. These acknowledgements provide schools with an accurate and timely status of their accepted Federal Pell Grant disbursements. With this information, schools can reconcile their Disbursement Records with the Department.

Disbursement Records can be submitted with or after an Origination Record and 30 days before the disbursement date if the school is advanced funded, or 5 days if the school is Just-In-Time funded. Schools on Reimbursement or Cash Monitoring submit Disbursement Records after the disbursement has been made to the student.

Dollars and cents are used in the disbursement amount field. Schools must be able to create and receive records that contain two digits for cents. However, unlike the Origination Record, RFMS will accept the cents values sent in Disbursement Records.

**Example:**

If a school submits a disbursement amount of \$1,562.50, RFMS will accept \$1,562.50 as the disbursement amount. RFMS will not fill the cents positions with zeros in the Disbursement Record.

- Schools are required to submit student disbursement data within 30 days of making a payment or becoming aware of the need to make an adjustment.
- Schools do not correct Disbursement Records, instead they should submit Disbursement Records with either a “P” (for positive) or an “N” (for negative) in the Debit/Credit Indicator field to adjust the total amount of disbursements previously accepted for the student.
- The reporting of disbursements is transaction based.
- RFMS does not change previously accepted disbursement data.



---

## Getting Started

The following information should be reviewed carefully. It provides an outline of the services available to schools participating in the Federal Pell Grant Program.

The following information is unique to your school:

- Assigned Federal Pell Grant Institution Number
- Assigned 2001-2002 Federal Pell Grant Program Initial Authorization Amount
- Assigned DUNS Number

### Hotlines

#### ***User Support Hotline***

The Federal Pell Grant program provides a toll free User Support Hotline from 8 a.m. – 8 p.m. (ET). The number for the hotline is:

**1-800-4PGRANT**  
**(1-800-474-7268)**

The toll free number allows school representatives to speak with a Customer Service Representative who will provide technical assistance concerning Federal Pell Grant products and processing services.

#### ***ED GAPS Hotline***

If schools have questions concerning their drawdowns, available balances, or their bank accounts, they should contact the ED GAPS Hotline at:

**1-888-336-8930**

Please make sure that your school has an established bank account in GAPS as well as a Payee DUNS number. Otherwise, your funding authorizations will not process.

### ***Dunn & Bradstreet***

For any discrepancies regarding DUNS numbers, please call Dunn & Bradstreet at:

**1-800-234-3867**

### ***Customer Support Inquiry Services***

For additional information regarding SFA policy-related issues and the IFAP Web page, you can contact the U.S. Department of Education Customer Support Inquiry Services at:

**1-800-433-7327**

## **Web Sites**

### ***Information for Financial Aid Professionals (IFAP)***

The Department provides an ED Web Site for FAAs: IFAP or Information for Financial Aid Professionals:

**<http://www.ifap.ed.gov>**

This Web site provides information about Title IV Programs along with regulations, bulletins and notification letters associated with the programs.

### ***RFMS/Pell Grants Online***

The Department also offers another Web site (RFMS/Pell Grants Online):

**[www.pellgrantsonline.ed.gov](http://www.pellgrantsonline.ed.gov)**

Destination Point Administrators who are signed up for Pell processing can access this site with the Pell Online User ID and password.

## **Additional Information**

For a complete listing of Sources of Assistance, please refer to the Overview, "Sources of Assistance" section of this Technical Reference.